

**Minutes of the Personnel Committee**  
**Tuesday, October 7, 2003**

Chair Paulson called the meeting to order at 8:35 a.m. and led the committee in the Pledge of Allegiance.

**Present:** Supervisors Duane Paulson (Chair), Robert Thelen II, Don Broesch, Jeff Morris, Carl Seitz, Matt Thomas and Pete Gundrum. Supervisor Seitz arrived at 8:58 a.m. Supervisor Thomas arrived at 10:10 a.m.

**Also Present:** Legislative Policy Advisor Dave Krahn, County Board Chairman Jim Dwyer, County Clerk Kathy Nickolaus, Director of Administration Norm Cummings, Collections and Business Services Manager Sean Sander, Employment Services Manager Sue Zastrow, Senior Financial Analyst Mike Baniel, Labor Relations Manager Jim Richter, Environmental Health Manager Morris, Health & Human Services Director Peter Schuler, Medical Examiner Dr. Linda Biedrzycki, Nutrition Services Supervisor Sue Smith, Business Manager Tom Koth, Offices Services Coordinator Windy Jicha, Clerk Typist II Liz Pantelis, Supervisor Bonnie Morris, Senior Budget Analyst Mike Baniel, Treasurer Pam Reeves, Supervisor Hank Carlson, Supervisor Rodell Singert, Budget Manager Keith Swartz.

**Public Comment**

Pantelis said her position is one that is proposed to be cut. She has some concerns about the cuts proposed by the County Executive. She has issues with the award bonuses given to management because it is not a core function. She doesn't think the burden of budget cuts should be felt by represented employees only. It should also be felt by management. Also, his new Chief of Staff is being awarded a raise in the positions ordinance before she even begins the job. Finley keeps saying "core functions" but doesn't define what the core functions are. She thinks Finley should stay the line within his entire budget with core functions. Pantelis said the County Clerk has many statutory duties and functions. The office is busy. She said Finley has never been to the office to see what the workflow is like.

**Schedule Next Meeting Dates**

- October 14 p.m.
- October 21 p.m.

**Approve Minutes of September 30, 2003**

**MOTION:** Thelen moved, Morris second, to approve the minutes of September 30, 2003 with corrections. **Motion carried:** 5-0.

**Future Agenda Items**

Discussion of the Duties Performed by the Internal Auditors

**Discuss and Consider Ordinance 158-O-080: Employee Retention/Severance Salary and Benefits for 2004**

Richter said this ordinance gives the county directions on how to address employees whose positions are eliminated or laid off. The first goal is to try to find alternate employment within Waukesha County for individuals whose positions are eliminated so they don't need to be laid off. There are no guarantees. It is a matter of what positions are open and matching skills levels. This ordinance provides transition benefits for laid off employees. Richter reviewed the transition benefits as outlined in the ordinance. He said employees can't use the severance benefits if they leave the county before their position is officially terminated. If someone is aware that their position will be terminated, has sick leave balance and they begin using sick days, these days will be offset against their severance benefits. A payout would extend their pay on the usual schedule. He believes that we will have one or two people who will use these benefits.

**MOTION:** Morris moved, Thelen second, to approve Ordinance 158-O-080: Employee Retention/Severance Salary and Benefits for 2004. **Motion carried:** 5-0.

**Discuss and Consider Ordinance 158-O-082: Create New and Abolish Positions: Approve Reclassifications; Establish Salary Placements of Non-Represented Positions Resulting from Review of Non-Represented Classifications; Modify Sunset Provisions of Certain Positions**

County Clerk - Richter said the position that will be shared with the County Clerk and the Treasurer's office will need to be assigned to one department and then shared with the other department.

**MOTION:** Morris moved, Gundrum second, to approve the reduction of the County Clerk's Staff by one FTE position. **Motion carried:** 5-0.

Supervisor Seitz arrived at 8:58 a.m.

Emergency Management Division – Zastrow said this position would be changed from a regular part time to regular full time based on continued funding from the federal government. This was changed full time previously by the board and was proposed to be continued until federal and state funding was no longer available. Monies have become available to fund this full time. This position will remain full time until funding runs out and at that time the position will be reduced to part time.

**MOTION:** Broesch moved, Seitz second, to approve the creation of the RFT Clerk Typist I/II in the County Executive Emergency Management Division. **Motion carried:** 6-0.

Parks and Land Use – Morris was present to discuss this position. This change would abolish two full time positions and create two full time positions. We have been studying options to be in compliance with this program for many years. He reported to Land Use Committee the findings and the committee said to draft an ordinance to create this position which would be funded by dog licensing fees. The ordinance was passed by the County Board in August 2003 which brought about the Humane Officer Program to Waukesha County. These positions are the direct result of the ordinance.

Zastrow said the Park Maintenance Worker position has been vacant all year. This position was funded but not filled.

Jeff Morris said we don't need another person to take care of this at night when HAWS staff is available. One person should be able to handle all of this. George Morris said that one person can't handle this position. He said there are all kinds of strange things that happen 24 hours per day. They have learned over the last few years that they need more than one person for this position. They've discussed contracting out this position over and over again. The ordinance passed by the board in August 2003 was the 18<sup>th</sup> edition so it has been talked about many times.

Paulson said the County Board agreed with Shaver's recommendations and the ordinance in August that these positions were needed. The position is paid for by the increase in licensing fees. Two humane animal specialists positions are being abolished and two humane animal officers are being created.

Gundrum asked why aren't the police trained to handle this? Why should we call someone in the middle of the night when the police can do it? George Morris said the police used to handle this but it can't be done any more. This program is the best way to handle animal issues. There are issues that are efficiently handled by the county and this is one of those.

Paulson said the ordinance that was passed by the board created two positions of Humane Animal Officer.

Carlson said as the population increases in Waukesha County we will have increased need for this position. This is escalating. The potential for having a need for this position increases.

Cummings said they investigated outsourcing this program and found that costs would be \$50,000 to \$60,000 higher than if we ran this program ourselves. He said we explored a lot of alternatives. The cost of these positions will be supported from dog licensing fees and is a service for everybody. These positions free up Sheriff's Department staff for things that are more cost effective and important. The deputies are not trained to handle these types of calls. There is a \$2 increase in dog licensing fees and there will be more efforts to get people to license their dogs.

Broesch said this would be a proactive measure. In order to meet the statutes we are having more officers to cover these positions. The county is obligated to fulfill the requirements of the law. It is proactive. This is not a cops function. They aren't trained to handle this situation. If you have a humane officer, they are trained to handle these issues. He thinks the consequences of not funding this would be greater than not funding this.

Gundrum and Supervisor Morris said they did not have enough information at this time to vote on this issue. They wanted extra time to consider this position.

**MOTION:** Morris moved, Broesch second, to approve abolishing the Park Maintenance Worker. **Motion carried:** 6-0.

Collections Specialist – Director Cummings said the Collections Division was created due to recommendations made by an audit 11 years ago. Waukesha County has one of the most successful collections programs in the State of Wisconsin. The Collections Division exists because of monies that are collected by the division.

Sander said his division is a performance-based operation. Sander distributed a new position request form for this position. This outlined the justification for the collections position. Since the inception of the Collection Division in 1994, the number of annual referred accounts has escalated from 1,550 accounts in 1994, to 3,500 in 1998, to 7,600 in 2002. Referrals have increased 117% from 1998 to 2002. Municipalities participating in Waukesha County's intergovernmental cooperative collection services program have grown from six users in 1998 to 16 users in 2003. While the municipal business is competitively earned, their fee is set at a higher rate (35% of the amount collected) than internal county agencies. This generates profits that are utilized to reduce rates to internal county department users (26% of the amount collected). As of July 2003, the Collection Division had 13,700 active accounts. The increase in account volume has resulted in consistent growth in amounts collected. The rise in volume and caseload has resulted in collectors experiencing backlogs and the inability to work all accounts timely. Most collectors are operating with caseloads greater than 3,400 accounts, which is in excess of optimum industry standards of 1,500 accounts. In addition Lake Country Municipal Court is expected to begin referring accounts in the third and fourth quarters of 2003. The handout provided an accounting of the Collections Division's actual collections from 1993 to 2002. It also listed a variety of alternatives considered including: no action, use of existing staff, temporary staff and contractors. Timely collections can also result in additional investment income. This position, like the Collection Division, will generate revenues equal to 2.5 times the additional cost of this position while being able to handle additional accounts in the future.

Supervisor Thomas arrived at 10:10 a.m.

**MOTION:** Morris moved, Gundrum second, to create the Collections Specialist in the Department of Administration. **Motion carried:** 7-0.

**MOTION:** Broesch moved, Thomas second, to abolish the Records Management Analyst position in Administration. **Motion carried:** 7-0.

Corporation Counsel

**MOTION:** Seitz moved, Morris second, to abolish the Clerk II position in the Corporation Counsel's Office. **Motion Carried:** 7-0.

Public Works

**MOTION:** Broesch moved, Gundrum second, to abolish the four Public Works positions listed in this ordinance. **Motion carried:** 7-0.

UW Extension

**MOTION:** Thelen moved, Thomas second, to abolish the Clerk Typist I/II position in the UW Extension Office. **Motion carried:** 7-0.

Health and Human Services –

**Registered Nurse** – Messenger said the position creates one FTE registered nurse at the Mental Health Center. They will hire two halftime nurses for this position instead of using pool staff which costs significantly more than hired staff. There are staffing minimums that need to be fulfilled at the Center. If the minimums are not met, the county can get sanctioned. It will cost less to hire two halftime employees versus one fulltime position. The county is having a difficult time filling nursing positions due to the current nursing shortage.

**MOTION:** Gundrum moved, Seitz second, to create the position of Registered Nurse in the Department of Health and Human Services. **Motion carried:** 7-0.

**Epidemiologist** – Schuler said we are in an era of rising numbers of communicable disease. The most important responsibility of this position is biostatistical surveillance and statistical analysis of current disease trends in the county and preparation of epidemiological curves to determine if the county is in the midst of an epidemic or endemic. Daily surveillance alerts the county of serious disease, which results in local public health policy for control and containment. The county is lucky enough to have a staff member who is qualified to fill this position. The creation of this position is actually a reclassification of the Programs and Projects Analyst position. The person who fills this position will need to be more qualified than the current position's needs. The position is under classified and under paid. The county will not be able to keep the person they currently have or fill the position in the future. This is an excellent investment for now and the future.

Thomas said he doesn't think this position needs to be created. He thinks we should leave the position as is and worry about the consequences if/when the position ever becomes vacant.

Zastrow said the position description has changed considerably from current the job. This person has more responsibilities and is expected to do more than the current Programs and Projects Analyst.

Schuler said there are five openings in this type of position around the state. The Medical College of Wisconsin has developed a program to train epidemiologists. The person currently filling the Programs and Projects Analyst position has no plans on leaving the position but does plan on returning to school for a PhD. Messenger said that we have changed this job since the Programs and Projects Analyst was hired.

**MOTION:** Thelen moved, Morris second, to create the position of Epidemiologist in the Department of Health and Human Services. **Motion carried:** 6-1 (Thomas voted no).

**MOTION:** Gundrum moved, Seitz second, to abolish the position of Programs and Projects Analyst in the Department of Health and Human Services. **Motion carried:** 6-1 (Thomas voted no).

### **Human Services Supervisor**

Messenger said the supervisors in the Children and Family Division have continuously been given additional supervisory responsibilities. He said the additional supervisor will assume some supervisory responsibilities from the other supervisors in the Children and Family Division that will reduce their workload. The Alternate Care supervisor has consistently put in ten weeks of overtime per year. His predecessor also put in enormous amounts of unpaid overtime and asked to be relieved of his duties. We are burning out the supervisors. The overtime has been required so the Supervisor can review high profile cases of children in out-of-home care. In spite of the equivalent of ten weeks of overtime, the supervisor's ability to thoroughly oversee alternate case is being compromised. It is imperative that children are residing in safe foster homes and that Waukesha County's potential liability is mitigated through frequent and effective oversight of foster homes. County vulnerability to liability issues regarding foster care is well documented in accounts of inadequate foster care systems in other counties. The recent implementation of the Wisconsin CPS (Child Protective Services) ongoing standards and practice guidelines and changes in Wisconsin's Children and Juvenile Justice Code (to be in compliance with the Federal ASFA – Adoption and Safe Families Act) has added to their workload. With the pre-implementation of the Wisconsin C.P.S. model in November 2003 and the implementation in June 2004 additional computer documentation tasks will be expected. Supervisory approval must be given before a social worker can move from one task to another. The ability of the supervisor to review and approve case plans and services in the prescribed timely manner will be critical to effective services. Delays in authorizing plans will affect our ability to meet our legal requirements and the on-going standards that have been implemented across the state.

**MOTION:** Broesch moved, Thelen second, to approve the creation of the position of Human Services Supervisor and to abolish the position of Social Worker II in the Department of Health and Human Services. **Motion carried:** 4-3 (Gundrum, Thomas and Morris voted no).

**Clerk Typist I/II** - Schuler said the Clerk Typist I/II is an unfunded position. Messenger said in 2004, they will probably be back to ask for the creation of a position. This position will be needed once the economic maintenance staff is moved from the Workforce Development Center to the Health and Human Services on the main campus.

**MOTION:** Thomas moved, Seitz second, to abolish the Clerk Typist I/II, Clerk Typist II, Economic Support Specialist and Human Services Specialist positions in the Department of Health and Human Services. **Motion carried:** 7-0.

**Clerk Typist II Reclassification-** The committee reviewed the reclassifications for Health and Human Services. Zastrow said the Clerk II position is currently doing the same tasks as a co-worker who is an

Account Clerk. Management has added duties to this position and it is appropriate to reclassify it. This has been budgeted for 2004.

**MOTION:** Broesch moved, Seitz second, to create the position of Account Clerk I and abolish the position of Clerk II. **Motion defeated:** 4-3 (Thomas, Gundrum, Seitz and Morris voted no).

Supervisor Seitz did not return from lunch with the other committee members.

### **Senior Services**

Nutrition Site Manager - Zastrow said for 25 years, the county has employed seasonal temporary employees for the position of Nutrition Site Manager. Some employees have been with the Department of Senior Services for more than 20 years in year-round employment. It is difficult to look at these positions as temporary seasonal employees. Zastrow said that she and Bellovary have looked at this issue for a number of years. With the additional funding from the Older Americans Act for the nutrition program, it is appropriate to include this staff in our budget as regular part-time at this time. We owe this to our employees. We believe future hiring and retention of these employees will improve.

**MOTION:** Thomas moved, Thelen second, to tentatively approve the creation of the Nutrition Site Managers in the Department of Senior Services. **Motion carried:** 6-0.

### **Discuss and Consider 2004 Operating Budgets for the Following Departments: County Executive, County Clerk and Corporation Council**

**MOTION:** Morris moved, Broesch second, to tentatively approve the 2004 operating budget for Corporation Counsel. **Motion carried:** 5-1 (Thomas voted no).

### **Equity Adjustments**

Zastrow said they review positions every five years. This year they reviewed the Chiefs of Staff for the County Board and County Executive. The County Board Chief of Staff was found to have enough points to move up to the next pay range. The staff member in that position will not have get an immediate pay increase but this would allow for future growth. Currently, the County Board Chief of Staff is making approximately the same wages as the people he supervises.

Zastrow said when the County Executive's Office was developed, they put together a job description for the Chief of Staff. The County Board decided that they would allow the County Executive to pay the person whatever he/she wants depending on what the Executive feels is correct. Human Resources can't evaluate this job but there should be parity between both Chiefs of Staff. The newly hired Executive Chief of Staff is at a lower pay rate than the one that recently vacated the position.

Supervisor Seitz arrived at 1:05 p.m. after the lunch break.

Thomas said he doesn't characterize the County Board staff as hierarchical like other departments. The person that you would have in any of the county board positions would be similar. He would have more concern with other departments if the supervisor was making more money than their employees.

### **Sheriff's Department**

Deputy Sheriff – Trawicki said this is a contracted position with the Town of Waukesha. They recently signed a contract for one, eight-hour shift, seven days per week. The entire position is funded by the Town of Waukesha. They put 1.0 FTE in the budget and absorbed 0.70 FTE in the existing staff and budget.

**MOTION:** Thomas moved, Morris second, to tentatively approve the creation of the Deputy Sheriff position in the Sheriff's Department. **Motion carried:** 7-0.

Corrections Supervisor – Trawicki said this position was in the original budget plan to begin June 2004 but to save money, the position will begin October 2004. This position will be a lieutenant for the new jail. It will take 60-90 days to train and test the staff before the jail opens. This position would be responsible for writing procedures and policies and training staff.

**MOTION:** Thelen moved, Broesch second, to tentatively approve the creation of the Corrections Supervisor in the Sheriff's Department. **Motion carried:** 7-0.

Clerk III- Trawicki said this is a day shift position that will be reduced from full time to part time. This person was looking to retire soon and work reduced part time hours.

Clerk Typist II – Trawicki said the person in this position is retiring and the position will be eliminated.

**MOTION:** Thomas moved, Gundrum second, to tentatively approve the creation of the Clerk III RPT and to abolish the positions of Clerk III RFT and Clerk Typist II. **Motion carried:** 7-0.

**Discuss and Consider 2004 Operating Budgets for the Following Departments: County Executive, County Clerk and Corporation Council**

Nickolaus said the Health and Human Services budget was cut 40% for indigent burials. In past budgets, she had money in her budget for veteran's indigent burials. The County Clerk is required to pay \$150 per indigent veteran burial for the placement of the headstone. This line item was taken out of her budget years ago. In 2003, Health and Human Services has had 12 requests for indigent veteran's burials. John Margowski believes these numbers will continue to increase. She said if the state requires her to pay for this, she will need to add this to her budget. Corporation Counsel is doing research to find out if the County Clerk is required to pay for this item. She will keep the committee updated as more information is found.

Swartz said Margowski is contacting the federal government to see if there is funding available at the federal level to cover these costs.

**MOTION:** Broesch moved, Thomas second, to tentatively approve Section IV of Ordinance 158-O-082. **Motion carried:** 7-0.

**Medical Examiner's Office**

Beidrzycki distributed several handouts giving background information and history on the Medical Examiner's office. She said as Waukesha County population grows, their caseload grows. Due to demographics, population growth, the increasing proportions of deaths that require autopsy and the community and law enforcement expectations are higher in our communities there is need for extra help in the Medical Examiner's Office.

**MOTION:** Broesch moved, Seitz second, to tentatively approve the creation of the Deputy Medical Examiner position in the Medical Examiner's Office. **Motion carried:** 7-0.

**MOTION:** Thomas moved, Morris second, to tentatively approve to abolish the position of Chief Deputy Medical Examiner in the Medical Examiner's Office. **Motion carried:** 7-0.

**MOTION:** Morris moved, Thelen second, to create position of Pathologist in the Medical Examiner's Office with the provision that it won't be created unless a multi-year contract with another county or counties is secured.

## **Table II Reclassifications**

### Senior Information Systems Professional

**MOTION:** Broesch moved, Gundrum second, to abolish the position of Senior Information Systems Profession and to create the position of Principal Information Systems Professional in Administration. to accept. **Motion defeated:** 2 –5 (Broesch and Paulson voted yes).

### Clerk Typist II - Circuit Court Services–

**MOTION:** Seitz moved, Thelen second, to abolish the position of Clerk Typist II and create the position of Clerk Typist III in Circuit Court Services. **Motion carried:** 4-3 (Thomas, Gundrum and Morris voted no).

**MOTION:** Thomas moved, Broesch second, to approve Section V of Ordinance 158-O-082. **Motion carried:** 7-0.

## **Motion to Adjourn**

**MOTION:** Gundrum moved, Thelen second, to adjourn the meeting at 2:20 p.m. **Motion carried:** 7-0.

Respectfully submitted,

Peter Gundrum  
Secretary